



SIGNET PARTNERS



Contract Holder

## GENERAL SERVICES ADMINISTRATION

### FINANCIAL AND BUSINESS SOLUTIONS (FABS)

**CONTRACT NUMBER GS-23F-0034K**

#### FEDERAL SUPPLY SCHEDULE AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

On-line access to contract order information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!™** menu-driven database system. The Internet address for **GSA Advantage!™** is:  
<http://www.gsaadvantage.gov>.

Schedule Title:	Financial and Business Solutions (FABS)
FSC Group:	520
Contract Number:	GS-23F-0034K
Contract Period:	11/09/99 - 11/08/14
Contractor:	Signet Partners 7400 East Crestline Circle, Suite 150 Greenwood Village, CO 80111
Telephone:	(303) 773-3330, (888) 901-3330
Facsimile:	(303) 773-6256
Contractor Website:	<a href="http://www.signetpartners.com">www.signetpartners.com</a>
Contract Administrator:	Marcia Potter, Senior Vice President
Telephone:	(303) 773-3330, ext. 414
Email:	<a href="mailto:mpotter@signetpartners.com">mpotter@signetpartners.com</a>
Business Size:	Small

*Effective Date of Pricelist: November 9, 2009  
Prices Shown Herein are Net (discount deducted)*

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.gsa.gov>.

## Customer Information

1a. Awarded Special Item Numbers:

- SIN 520-1** Program Financial Advisor
- SIN 520-2** Transaction Specialist
- SIN 520-3** Due Diligence and Support Services
- SIN 520-5** Loan Servicing and Asset Management
- SIN 520-13** Complementary Financial Management Services

1b. See Pricing Schedule Section

1c. Labor Category Descriptions: See Labor Category Descriptions Section

2. Maximum Order Threshold: \$1,000,000 per SIN

3. Minimum Order: \$300 per SIN

4. Geographic Coverage (Delivery Area): National

5. Point of Production: Greenwood Village, Colorado 80111

6. Discount from List Prices: Prices shown herein are net (discount deducted)

7. Quantity Discounts: Not applicable.

8. Prompt Payment Terms: Not applicable.

9a. Acceptance of Government Purchase Cards: Government purchase cards are accepted at or below the micro-purchase threshold.

9b. Acceptance of Government Purchase Cards: Government purchase cards are not accepted above the micro-purchase threshold.

10. Foreign Items: Not applicable.

11a. Time of Delivery: Will be negotiated per task.

11b. Expedited Delivery: Will be negotiated per task.

11c. Overnight and 2-Day Delivery: Will be negotiated per task.

11d. Urgent Requirements: Will be negotiated per task.

12. F.O.B. Point: Destination.

13a. Ordering Address: Signet Partners  
7400 E. Crestline Circle, Suite 150  
Greenwood Village, CO 80111

13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage at <http://www.gsa.gov/schedules>.

14. Payment Address: Signet Partners  
7400 E. Crestline Circle, Suite 150  
Greenwood Village, CO 80111
15. Warranty Provision: Not applicable.
16. Export Packing Charges: Not applicable.
17. Terms and Conditions of Government Purchase Card Acceptance: Equal to or less than the micro-purchase threshold.
18. Terms and Conditions of Rental Maintenance and Repair: Not applicable.
19. Terms and Conditions of Installation: Not applicable.
20. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and any Discounts from List Prices: Not applicable.
- 20a. Terms and Conditions for any Other Services: Not applicable.
21. List of Service and Distribution Points: Not applicable.
22. List of Participating Dealers: Not applicable.
23. Preventive Maintenance: Not applicable.
- 24a. Special Attributes such as Environmental Attributes: Not applicable.
- 24b. Section 508 Compliance: If services are ordered in support of agency requirements relating to EIT applications, then, Signet Partners will address Section 508 Compliance requirements as set out in a Task Order or Statement of Work.
25. Data Universal Number System (DUNS) Number: 602532178
26. Central Contractor Registration (CCR) Database: Signet Partners is registered in the Central Contractor (CCR) Database.

## Company Profile

Signet Partners (Signet) has served federal agencies since 1988, initially the Resolution Trust Corporation (RTC) and the Federal Deposit Insurance Corporation (FDIC), in asset management and disposition of troubled real estate loans and property. Since then, our support of agency real property programs has broadened into major financial advisory and process management engagements with the Department of Housing and Urban Development (HUD) and the General Services Administration (GSA). Signet provides services at multiple levels:

### **Signet Partners real estate and financial advisory experience includes:**

- ❖ Portfolio Level
  - Process development and management for asset valuation
  - Collateral recovery and stabilization
  - Loan workout and restructure
  - Foreclosure and litigation management
  - Disposition and transaction oversight
  - Due diligence
  - Transaction specialist services
  - Loan sales
- ❖ Asset Level
  - Evaluation of complex development projects
  - Subsidized multifamily affordable housing
  - Property underwriting for financial and “green” initiatives
  - Adaptive reuse of agency-owned real property
  - Database reconstruction
- ❖ Strategic and Policy Level
  - Assist agencies and regulators in the design, implementation and accountability measures for new programs.

The difference is success. Since 1991, Signet Partners, its affiliates, and staff organized and directed the disposition of over \$10 billion RTC/FDIC real estate assets, financial instruments, subsidiary entities and mortgage loans. Since 2000, Signet has restructured over 600 multifamily projects in 28 states under the HUD Section 8 Mark-to-Market Program. In addition, FDIC retained a Signet Partners joint venture to provide due diligence and valuation for a national sales initiative of mortgages, financial securities (REMICs and “B” pieces) and servicing rights for \$780 million portfolio.

## Resources

Our organization provides a diverse and seasoned group of professionals who hold academic degrees and licenses in real estate, law, engineering, financial and management planning, organizational development, urban and regional land planning, appraisal (MAI) and investment syndication.

### **Signet Partners’ FABS Service Offerings**

*Signet Partners, GS-23F-0034K*

SIN520-1 Program Financial Advisor includes program review and support, policy and procedure development, strategic development and asset reviews, credit reform analysis, portfolio asset management, disposition recommendations, equity oversight to include cash and asset management, budget analysis, asset sales schedules, financial projections, marketing transactions, analysis of new products, bid day review, sale approval, strategic positioning of post-sale review and analysis, expert research and advise, asset and program report preparation.

SIN 520-2 Transaction Specialist includes advising agencies on the disposal and valuation of its assets and guiding them through the execution of its asset disposition strategies.

SIN 520-3 Due Diligence and Support Services includes confirming and validating the government's representations concerning the financial status and/or the history of assets offered for sale to the public.

SIN 520-5 Loan Servicing and Asset Management includes technical assistance to service, monitor and maintain government-held loans and assets; improve current asset management processes related to cash management, inventory management, government property, plant and equipment and other agency assets.

SIN 520-13 Complementary Financial Management Services includes financial management assistance, business development and implementation of quality performance measures to federal agencies. Improve current processes and productivity through the identification of best practices and implementation of corrective actions.

## Pricing Schedule

520-1	Program Financial Advisor				
520-2	Transaction Specialist				
520-3	Due Diligence and Support Services				
<b>Labor Category</b>	<b><u>Year 11</u></b> 11/9/2009 - 11/8/2010	<b><u>Year 12</u></b> 11/9/2010 - 11/8/2011	<b><u>Year 13</u></b> 11/9/2011 - 11/8/2012	<b><u>Year 14</u></b> 11/9/2012 - 11/8/2013	<b><u>Year 15</u></b> 11/9/2013 - 11/8/2014
Senior Professional	\$261.32	\$268.38	\$275.62	\$283.06	\$290.71
Manager	\$238.79	\$245.24	\$251.86	\$258.66	\$265.64
Professional	\$170.43	\$175.03	\$179.76	\$184.61	\$189.60
Jr. Professional	\$113.61	\$116.68	\$119.83	\$123.06	\$126.39
Administrative Assistant	\$53.46	\$54.90	\$56.39	\$57.91	\$59.47
Clerical/Support	\$26.73	\$27.45	\$28.19	\$28.95	\$29.74

520-5	Loan Servicing/Asset Management				
<b>Labor Category</b>	<b><u>Year 11</u></b> 11/9/2009 - 11/8/2010	<b><u>Year 12</u></b> 11/9/2010 - 11/8/2011	<b><u>Year 13</u></b> 11/9/2011 - 11/8/2012	<b><u>Year 14</u></b> 11/9/2012 - 11/8/2013	<b><u>Year 15</u></b> 11/9/2013 - 11/8/2014
Senior Professional	\$261.32	\$268.38	\$275.62	\$283.06	\$290.71
Professional	\$170.43	\$175.03	\$179.76	\$184.61	\$189.60
Jr. Professional	\$113.61	\$116.68	\$119.83	\$123.06	\$126.39
Administrative Assistant	\$53.46	\$54.90	\$56.39	\$57.91	\$59.47
Clerical	\$26.73	\$27.45	\$28.19	\$28.95	\$29.74

520-13	Complementary Financial Management Services				
<b>Labor Category</b>	<b><u>Year 11</u></b> 11/9/2009 - 11/8/2010	<b><u>Year 12</u></b> 11/9/2010 - 11/8/2011	<b><u>Year 13</u></b> 11/9/2011 - 11/8/2012	<b><u>Year 14</u></b> 11/9/2012 - 11/8/2013	<b><u>Year 15</u></b> 11/9/2013 - 11/8/2014
Manager	\$238.79	\$245.24	\$251.86	\$258.66	\$265.64
Financial/Budget Analyst	\$160.41	\$164.74	\$169.19	\$173.76	\$178.45
Financial Specialist	\$106.93	\$109.82	\$112.78	\$115.83	\$118.95
Administrative Assistant	\$53.46	\$54.90	\$56.39	\$57.91	\$59.47
Clerical	\$26.73	\$27.45	\$28.19	\$28.95	\$29.74

A 2.7% escalation factor is in effect for the base and all option periods and shall be applied annually on the anniversary of award for hourly labor rates and fixed unit prices. Basis Point Pricing is not escalated

## **Unit Pricing - 11/09/2009**

<b>ITEM</b>	<b>UNIT PRICE</b>
<b>Due Diligence</b>	
- Reconstruction of Loan History	\$500.00
- Participation/LSBO Analysis	\$250.00
- Lien/Title Searches	\$450.00
- Alternate Valuation (other than SAVE)	\$250.00
- Variation Analysis	\$350.00
- ARM Verification/Payment Histories	\$500.00
- Investor Review Files	\$40.00
- Preparation of Assignments	\$45.00
- Document Delivery	\$4,000.00
- Closing Letter	\$1,000.00
<b>Loan Valuation</b>	
- Commercial Real Estate	\$455.00
- 1-4 Family Real Estate	\$295.00
- Unsecured, Judgment, Deficiency, Charge-off	\$205.00
<b>NOI/Cash Flow Pro-Forma</b>	
- Commercial Real Estate	\$250.00
- 1-4 Family Real Estate	\$165.00
<b>Drive-by Reports</b>	
- Commercial Real Estate	\$300.00
- 1-4 Family Real Estate	\$300.00
<b>Asset Search/Credit Checks</b>	
- Commercial Real Estate	\$650.00
- 1-4 Family Real Estate	\$650.00
<b>On-site Review of Loan Files and Asset File Review</b>	
- Long Form	\$1,195.00
- Short Form	\$425.00
- Critical Data Form	\$305.00

## **Asset Sale Basis Points**

<b>Gross Sale Proceeds</b>	<b>Basis Points</b>
\$0 - \$500,000	500
\$500,001 - \$1,000,000	300
Above \$1,000,000	200
Rates may be discounted based on size and nature of portfolio.	
Tiers are not cumulative.	

## **Labor Category Descriptions**

### **Senior Professional**

Summary: Responsible for consulting engagements in the areas of financial asset management, financial services, real estate portfolio and management. Responsible for providing advice and guidance to clients on project-related issues, budget estimates, progress milestones, timelines and inter-agency issues.

Education and Experience: Advanced degree (or equivalent experience) in business, finance, real estate, project management or related field. Ten or more years of experience in real estate consulting, development, finance, public/private partnerships, public administration or related fields.

### **Manager**

Summary: Responsible for managing the underwriting, due diligence and/or transaction closings processes as well as provide financial advisory, transaction management, loan servicing, asset management and other complementary financial services. Responsible for the management of all assets types. This will include extensive due diligence projects and loan loss analysis. Conduct analysis and valuation of assets from both a business and legal perspective.

Education and Experience: Advanced degree (or equivalent experience) in business, finance, real estate, project management or related field. Ten or more years of experience in real estate consulting, development, finance, public/private partnerships, public administration or related fields.

### **Professional**

Summary: Responsible for day-to-day project management to include oversight of historical and trend analysis, financial management services and real estate and portfolio management services. Complete review of physical needs, financial analysis, financial advisory services, asset sales, loan servicing, marketing analysis and developing successful marketing programs, due diligence reviews and support, quality assurance, asset management and loan conversions. Coordinate site visits with appraisers, physical inspectors and property management. Negotiate with property owners and potential buyers to ensure that each property is physically sound, well managed and financially stable.

Education and Experience: Advanced degree (or equivalent experience) in business, project management or related fields. Five or more years in management experience in a consulting, commercial real estate or financial environment.

### **Junior Professional**

Summary: Responsible for maintaining critical tracking systems as well as completing subject narratives and spreadsheet analysis for various real estate, asset management and financial service projects. Perform marketing trend analysis as well as conduct future physical needs and third party narratives for restructuring projects. Coordinate work with appraisers, physical inspectors and property managers.

Education and Experience: Bachelor's degree in finance or business (or equivalent experience). Background in commercial real estate and financial management. Five or more years experience in a consulting, real estate or financial environment.



### Financial/Budget Analyst

Summary: Responsible for maintaining tracking systems, performing audits, spreadsheet analysis, budget and cost/benefit analyses for various real estate, financial and asset management, financial advisory and loan servicing projects. Perform marketing and trend analyses for various projects. Work closely with project team members in producing work products.

Education and Experience: Advanced degree (or equivalent experience) in business, project management or related fields. Five or more years in management experience in a consulting, commercial real estate or financial environment.

### Financial Specialist

Summary: Responsible for assisting the consulting project team with financial modeling, spreadsheet analysis and marketing trend analysis for various real estate, financial advisory and management as well as loan servicing, due diligence and asset management projects. Work closely with project team members in producing work products.

Education and Experience: Bachelor's degree in finance or business (or equivalent experience). Background in commercial real estate and financial management. Five or more years experience in a consulting, real estate or financial environment.

### Administrative Assistant

Summary: Responsible for assisting consulting project team with completing work products. Work closely with project team members in producing work products. Provide administrative support as needed to prepare client presentations and proposals.

Education and Experience: Bachelor's degree (or equivalent experience) with two or more years experience in a consulting, real estate or financial environment. Advanced computer skills, strong communication and organizational skills, technical writing and excellent editing skills.

### Clerical

Summary: Responsible for preparing documents, correspondence and presentation materials for consulting project team. Manage travel arrangements for consulting staff.

Education and Experience: High School Diploma and some college preferred but not required. Two years experience in consulting, real estate or financial environment. Proficient computer skills, strong communication and organizational skills and excellent editing skills.